

MS-CIT Daywise Breakup for 2 Months

Month 1

Month 1

Week 1	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Activities	I can start a computer I can log off and hibernate a laptop Go Green : Shut down and / or logoff I can connect a headset Use of Tablets Ergonomics : Ideal posture while using computer Know More Activities	I can use a Mouse and all its techniques Go Green : Hibernate, lock or shut down? I can use MS Paint I can interact with computer Ergonomics : Avoid high audio volumes Know More Activities	I can use keyboard to enter data Go Green : Turn off your monitor I can use Notepad text editor Know about QWERTY Ergonomics : Correct use of keyboard and posture Know More Activities	I can use the Internet to improve my educational knowledge Go Green : Save paper, use the Notepad app I can search for information using Internet Ergonomics : Eyes vis-a-vis your computer screen Get familiar with Internet Explorer History of Google Search Engine Know More Activities	I can download images to set as wallpapers Go Green : Save fuel, go green I can personalize my desktop Ergonomics : Using mouse ergonomically! Netiquettes : If you copy paste, first know about copyrights Know More Activities	I can work with windows effectively Go Green : Shun that screensaver I can work with multiple programs at a time Know More Activities
Week 2	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
Activities	I can organize my files and folders Ergonomics : Some neck exercises for stress relief Know More Activities	I can search information on Wikipedia Go Green : Use apps to save time and fuel I can aware about my surroundings Types of Computer Systems Ergonomics : Correct laptop posture Components of a Computer System Know about Information System Know about Working of Computer Netiquettes : Online forms and its risks Know More Activities	I can search for any location using Google Maps I can create and operate an Email account Go Green : Send e-invites and save paper I can send an email with attachment Ergonomics :Helpful tips: Reading from your computer screen I can move important mails from spam folder Netiquettes : Email etiquettes Know More Activities	I can reset my account password. Go Green : Did you correctly shut-down your computer? I can create animations using Scratch Ergonomics : Prevent musculoskeletal disorders Scratch Introduction Netiquettes : Importance of strong passwords Know More Activities	I can create a Letter/Notice/Recipe/Essay using Word Processor Go Green : Tips on green computing I can operate my PC in my regional language Use Internet to type text in your regional language Ergonomics : Shoulder exercises for computer users Know More Activities	I can create Greeting /Bookmark/Gift Label/Wedding Card Go Green : Share online and reduce paper waste Ergonomics : Ergonomic keyboards Know More Activities
Week 3	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
Activities	I can create animated greeting card using Scratch Go Green : Save paper, use both sides of paper Ergonomics : Don't keep those legs dangling Know More Activities	I can create Resume/Project Report/Brochure/User Manual Go Green : Use paperless communication I can do proofreading of a document Ergonomics : Adjust the display's brightness Know More Activities	I can design a Letter Head / Visiting Card /Forms I can create my Bio-data Go Green : Reduce your digital and carbon footprints Ergonomics : Exercises your hands and fingers Know More Activities	I can send Invitation/ Invoice/ Envelope/Newsletter I can include my Digital Signature into the document. Go Green : Use shared drive storages instead of email attachments Compare two versions of a document simultaneously Ergonomics : Prevent computer vision syndrome Know More Activities	I can create Advertisement/Checklist/Brochure/ Blog Post Go Green : Analyse your computer's energy usage Ergonomics : Flex those fingers Netiquettes : Be vigilant while using online classifieds I can design forms by inserting ActiveX controls Know More Activities	Fun with Internet Go Green : Use effective power management Ergonomics : Prevent ergonomic injuries in children Netiquettes : Online gaming is not always fun! I can add websites in favorite folder Go Green : Create shortcuts, not copies I can make a voice chat using Gtalk Know More Activities

Week 4	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24
Activities	I can interact with people using social media Netiquettes : Stay safe on social networking sites Play games online Go Green : When multitasking, close the unused apps Netiquettes : Protect yourself from cyber bullying Google Apps Go Green : Use Google Calendar to work effectively Know More Activities	I can create a To-do list/Agenda/ Timetable/Address Book Go Green : Think before you take a printout I can use rupees symbol in my spreadsheet table Ergonomics : Ergonomic keyboard drawer Know More Activities	I can backup and recover my files and folders Creating Event Expenses/Exam Record/Budget/Loan Calculator Go Green : Organize files and folders: Saves energy Ergonomics : Rule of 20-20-20" Know More Activities	I can create Timesheet/Reports/Question bank/Student Database Go Green : Avoid unnecessary digital storage and email attachments Ergonomics : Use ergonomic table Know More Activities	I can configure Microsoft Outlook I can send newsletter as an attachment Go Green : Delete unused files from the hard drive I can include Signature in my outgoing mails Ergonomics : Blink your eyes Know More Activities	I can manage my Appointments/Meeting Minutes/Checklist/Donors Database Know More Activities

Month 2

Week 5	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30
Activities	I can use Outlook to manage my email communications I can use Outlook to create an Address Book I can use Outlook to organize my Mailbox Go Green : Archive large email folders I can schedule meets using Outlook's Planner I can use Outlook Calendar to schedule Appointments Ergonomics : Soothe your eyes Netiquettes : What's phishing? Know More Activities	I can use Outlook to track the progress of items in my Task List I can create a Greeting Card/Certificate/Wedding Card/Gift Voucher Go Green : Use energy saving technology Ergonomics : Soothe your eyes Know More Activities	I can create Company Profile/Training Presentation/Business Presentation I can create a Products and Service Catalogue Go Green : Screensavers are not energy savers, shun them I can convert and edit image files Ergonomics : Proper lighting around computer workstation I can create digital photo album Know More Activities	I can create Digital Photo Album/Slambook/Portfolio/Family Tree Go Green : Buy computers that come with a Star rating I can record voice by using Sound Recorder I can share photo album on SlideShare/Picasa Ergonomics : Avoid eating at your desk Netiquettes : Sharing photos online Know More Activities	I can create a Schedule/Stickers/Magazine cover/Poster Go Green : Reduce paper margins to decrease paper consumption I can record my presentations using CamStudio Ergonomics : Exercises for your back Know More Activities	I can use Stellarium to view realistic sky in 3D Go Green : Use soft copies of textbooks whenever possible I can open a net banking account I can book tickets online Go Green : Use digital copies over hard copies Ergonomics : Some neck exercises Netiquettes : Encrypt files to protect data Know More Activities

Month 2

Week 6	Day 31	Day 32	Day 33	Day 34	Day 35	Day 36
Activities	I can listen to music on my computer I can listen music, watch videos and share online Go Green : Separate your e-waste and techno trash Ergonomics : Ideal neck posture Netiquettes : Stay safe while booking tickets online Know More Activities	I can shop online with flipkart Go Green : Reuse ink cartridges I can join my hobby group online Netiquettes : Some safe e-commerce tips I can build my network for professional upgradation About Storage Go Green : Avoid non-productive message and mail forwards Know More Activities	I can promote my creative work using mobile apps Ergonomics : Some more exercises for your shoulders Netiquettes : Rules of net etiquette I can share my favorite songs with others Go Green : Remember to turn-off the Bluetooth and Wi-Fi I can take a backup of my mobile data Ergonomics : Side effects of AC workstations Netiquettes : Safe downloading Know More Activities	I can upload my resume on a job portal Go Green : Turn off the peripherals I can apply for suitable jobs online Ergonomics : What is an ergonomic mouse? Netiquettes : Be safe while posting your resume online I can organize Video Workshop Go Green : Video conference to save time and resources Know More Activities	I can record and edit audio files using Audacity Ergonomics : Some more finger exercises Go Green : Use zip files and PDFs I can write a CD using Windows 7 I can apply for PAN Card/Passport /Aadhar Card online I can scan and store photos on my computer Ergonomics : Check the display settings Netiquettes : Sharing is caring, but not on Internet Know More Activities	I can connect my mobile to my computer I can scan QR code to view text or videos Go Green : Upgrade to a flat panel LCD monitor I can transfer data between computer and other devices Ergonomics : Time to do some back stretching I can zip and unzip files to optimize the size Go Green : Adjust the brightness on your monitor I can organize my photos and share it with others Netiquettes : Peer to peer sharing I can pay electricity bill online Know More Activities
Week 7	Day 37	Day 38	Day 39	Day 40	Day 41	Day 42
Activities	I can configure and activate internet connection I can check my internet speed I can pay electricity bill online Go Green : Opt for e-bills and e-bank statements to save environment I can make a simple electrical circuit using Scratch Netiquettes : Unsecure wireless connections Ergonomics : Keep away from the noise Know More Activities	I can connect my computer to a projector Go Green : Verify if your computer's power supply is 80 plus Certified I can change the display settings of the screen I can enhance the performance of my computer Ergonomics : Optimizing display settings Know More Activities	I can send and receive eFax Ergonomics : Check the position of your monitor Netiquettes : Validate before sharing online I can send short messages to mobile using internet Know More Activities	Go Green : Download only the apps and programs you need I can save images/ videos/web pages into my pocket Ergonomics : Tips to use the keyboard I can pay mobile / electricity / telephone bill I can book movie tickets online Know More Activities	I can buy the best computer by comparing prices Go Green : Opt for used computers when possible I can pay service tax online Ergonomics : Some quick exercises Netiquettes : Tips for safe online recharge I can book gas refill online Go Green : Extend the life of your computer Ergonomics : Adjust your workstation for comfort Netiquettes : Risks associated with social bookmarking Know More Activities	I can accomplish my certification online I can attend webinars Go Green : Use cloud storage to save resources I can download eBook I can find information to complete my course projects Ergonomics : Reminder to check your posture Netiquettes : Surf smarter Know More Activities

Week 8	Day 43	Day 44	Day 45	Day 46	Day 47	Day 48
Activities	I can use JustDial to find an online tutor I Understand How Databases Work Go Green : Opt for digital newsletters I can plan and design a database I can enter information in a database Ergonomics : Adjust the temperature Netiquettes : Risks in Online registration Know More Activities	I can make changes to my database structure I can find the data I want and arrange it in the way I need it Go Green : Use online services wherever possible I can ensure that data is consistent and nothing gets deleted by mistake I can design forms to enter data easily and effectively Ergonomics : Being successful! I can create queries and produce reports by applying various criteria I can import or export data between Access and other applications I can maintain confidentiality of my data Know More Activities	Take a Challenges	Take a Challenges	Take a Bigger Challenges	Take a Bigger Challenges